



# JOB APPLICATION INFORMATION FOR CIVILIAN POSITIONS

The Department of the Navy has eight Human Resources Service Centers located worldwide. Each Center recruits individuals to fill Navy and Marine Corps civilian vacancies occurring within its serviced geographical area. Page 2 of this pamphlet contains a map showing the different Centers, their serviced areas, and their E-mail and mailing addresses.

Applying for civilian vacancies at any one of these Centers is easy.....just follow the steps below:

## STEP 1: DETERMINE WHO MAY APPLY AND LOCATE JOB INFORMATION.

- ❑ Your application MAY be accepted if you meet the criteria for one of the hiring program(s) listed on page 4 of this information pamphlet. If you do, then review the announcements on our web page at [www.donhr.navy.mil](http://www.donhr.navy.mil).
- ❑ If you do not meet any of the hiring program(s) criteria on page 4, look for announcements with an area of consideration (who may apply) of "Any U.S. Citizen" on our web page at [www.donhr.navy.mil](http://www.donhr.navy.mil), or on the Office of Personnel Management web page at [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

**STEP 2: PREPARE YOUR RESUME.** All Department of the Navy Human Resources Service Centers use an automated system to process resumes. The system uses artificial intelligence to "read" and identify skills from your resume. To ensure that your resume is processed correctly, carefully read and follow the tips below. Failure to follow these tips may result in your resume being rejected and/or the loss of job consideration.

- ❑ Use the resume format and instructions shown on page 3 of this information pamphlet.
- ❑ Limit your resume to 5 pages in length. Your responses to the Additional Data Sheet (pages 5 and 6) will not be counted as part of the resume.
- ❑ Carefully read the information and application instructions on any recruitment publications, flyers, and/or job announcements for which you are applying. Many have unique instructions or requirements.
- ❑ When additional documents are requested, please put your name, Social Security Number, and a daytime phone number on each page submitted, and send them to the appropriate Center.
- ❑ Complete and submit the Additional Data Sheet requested on pages 5 and 6.

## STEP 3: SUBMIT YOUR RESUME.

- ❑ **Navy on-line resume builder.** Using the resume builder available on our web page, [www.donhr.navy.mil](http://www.donhr.navy.mil), prepare and send your resume directly to the Human Resources Service Center that services the vacancy(ies) or location(s) for which you wish consideration (see page 2). This is the easiest and quickest job application method.

OR

- ❑ **E-mail.** To submit a resume via E-mail:
  - ✓ Type "Resume" on the subject line of your E-mail.
  - ✓ Prepare your resume as a part of the E-mail message. E-mail attachments CANNOT be accepted.
  - ✓ Include your responses to the Additional Data Sheet at the end of your resume text.
  - ✓ Double-check the E-mail address of the Center where you want to send your resume.

**STEP 4: REUSE YOUR RESUME.** Once you have a resume on file, you may reuse it to apply for other job opportunities within that Human Resources Service Center geographic boundary. Recruitment flyers or announcements will give specific details.



# Department of the Navy Human Resources Service Centers

## HRSC Northwest

3230 NW Randall Way  
Silverdale, WA 98383  
Email resume to:  
wantajob@nw.hroc.navy.mil

[Serving AK, Northern CA including  
San Francisco Bay area, ID, MT, OR,  
WA, and WY]

## HRSC Southwest

525 B Street, Suite 600  
ATTN: Code 53 (RB)  
San Diego, CA 92101-4418  
Email resume to:  
wantajob@sw.hroc.navy.mil

[Serving AZ, Southern CA,  
CO, NM, NV, and UT]

## HRSC Pacific

178 Main St., Bldg 499  
Honolulu, HI 96818-4048  
Email resume to: wantajob@pac.hroc.navy.mil

[Serving HI and the Western Pacific including  
Guam, Japan, and Okinawa]

## HRSC Northeast

111 S. Independence Mall, East (Bourse Bldg)  
Philadelphia, PA 19106-2598  
Email resume to: wantajob@ne.hroc.navy.mil

[Serving CT, DE, IA, IL, IN, KS, KY, MA, Patuxent River, MD,  
ME, MN, MO, ND, NE, NH, NJ, NY, OH, PA, RI, SD, VT, and WI]

## HRSC Capital

Nebraska Avenue Complex, Bldg 3  
3801 Nebraska Avenue NW  
Washington, DC 20393-5444  
Email resume to: wantajob@cap.hroc.navy.mil

[Serving National Capital Area including  
MD (excluding Patuxent River), Northern VA,  
and WV (excluding Sugar Grove)]

## HRSC East

Norfolk Naval Shipyard, Bldg 17  
Portsmouth, VA 23709-5000  
Email resume to: wantajob@east.hroc.navy.mil

[Serving NC; Southern VA; Marine Corps Headquarters  
in Arlington, VA; Quantico, VA; and Sugar Grove, WV]

## HRSC Southeast

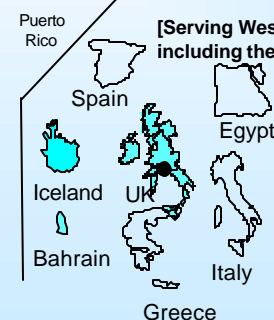
9110 Leonard Kimble RD  
Stennis Space Center, MS 39522-0002  
Email resume to: wantajob@se.hroc.navy.mil

[Serving AL, AR, FL, GA, LA, MS, OK, SC, TN, TX,  
Cuba, Panama, Puerto Rico, and U.S. Virgin Islands]

## HRSC Europe

PSC 821, Box 121  
FPO AE 09421  
Email resume to: wantajob@esc.hroc.navy.mil

[Serving Western Europe and Southwest Asia  
including the Mediterranean, Bahrain and Iceland]



# SAMPLE RESUME FORMAT

## (LIMIT YOUR RESUME TO 5 PAGES IN LENGTH)

George Q. Public  
SSN: 123456789 (no dashes)

1111 Job Street  
Anywhere, NV 99999

Home Phone: (999) 123-4567  
Work Phone: (999) 765-4321  
DSN 888-4567

E-mail Address: gpublic@aol.com

# SAMPLE RESUME

- \* Start and end dates (month and year)
- \* Hours worked per week
- \* Position title
- \* If Federal position, include pay plan, series, and grade
- \* Salary
- \* Employing organization's name/address
- \* Supervisor's name and phone number
- \* Whether we can contact the supervisor
- \* Description of major duties/tasks:
  - Specific functions performed
  - Specific software programs used
  - Regulations, directives, etc. used

### EXPERIENCE:

January 1990 to present; 40 hours per week; Electrician; \$15.28 per hour; A & E Electrical, 123 Shock Circle, Sparks, NV 12345; Mr. Fred Smith, (702) 222-3344, may contact. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

April 1985 to December 1989; 40 hours per week; Engine Mechanic, WG-2805-10; \$14.92 per hour; Naval Air Station, Fallon, NV 89406; Dudley Duright, DSN 999-9999, may contact. Performed trouble diagnosis and repair of engines. Work included engine assemblies and accessories. Was responsible for modifying and adjusting parts, components, and accessories. Troubleshoot malfunctioning engines. Disassembled aircraft engines, engine assemblies and accessories. Followed safety practices and procedures.

### EDUCATION:

Sparks High School, 1981, Completed 12<sup>th</sup> Grade, H.S. Diploma  
Western Nevada Community College, Reno, NV; B.S. in Electrical Engineering, 1985; 3.4 out of 4.0 GPA; 180 quarter hours.

List high school/GED and post high school information. For post high school education, state college or university (include city and state), type and year of degree obtained (if applicable), major field of study, grade point average, and semester/quarter hours completed. NOTE: Transcripts are not required unless specifically requested by a recruitment publication, flyer, or announcement.

TRAINING: Safety Training, 40 hours, 12/87; Basic Electronics, 80 hours, 11/85

LICENSES/CERTIFICATES: Nevada Electrical Journeyman Contractor #1234, expires 5/00; CDL Class A, exp. 7/00

PERFORMANCE APPRAISALS & AWARDS: Outstanding 6/98, Outstanding 6/97, Special Act 11/96

OTHER INFORMATION: Fluently speak, write, and read Spanish. Typing speed: 65 wpm. Dictation: 80 wpm.  
Phi Beta Kappa Alumnus.

## RESUME TIPS:

Our electronic resume system matches position skills with applicant skills. Document your job experience by giving a narrative description of the skills you currently possess and how your experience, training and/or education helped you gain these skills. Also, mention the names of any tools, software, or special equipment you may have used. Spell out, at least once, the meaning of any abbreviations or acronyms you use.

Hard copy resumes will be scanned into our electronic system. In order to ensure that your resume scans well:

- ✓ **Type your resume on 8.5"x11" white bond paper, printed on one-side only (no copies/faxes)**
- ✓ **Leave a minimum 1" margin on all sides**
- ✓ **Use 10 or 12 pitch standard fonts (such as Courier or Times New Roman)**
- ✓ **Closely follow the Sample Resume Format above**

Please do **NOT** submit handwritten or faxed resumes, resumes with light or faded print, or those with fancy treatments such as colored print or paper, use of bold print, italics, underlines, or shadows, etc., since these may produce unreliable scanning results and possible loss of job consideration.

## COMMON HIRING PROGRAM DEFINITIONS

Please refer to the following information in answering Question 6 on the Additional Data Sheet (see page 5). You will be asked to submit supporting documentation noted for each category prior to any final job offer being made. In some cases, documentation will be required at the time of application. Please refer to recruitment flyers or announcements for specific information. Other hiring authorities may be available. Check web sites such as [www.opm.gov](http://www.opm.gov) for more information.

### **Current Federal Civilian:**

Applicants who are current, permanent career or career-conditional civilian (status) employees of any Federal agency. (NOTE: This does NOT include Federal employees who are currently working on temporary or term appointments.)

Supporting documentation: Copy of most recent Notification of Personnel Action, SF-50.

### **Executive Order 12721:**

Applicants who worked overseas under an appropriated fund (e.g., GS, WG, etc.), family member appointment for an accumulated total of 52 weeks and received a fully successful (pass) or better performance appraisal. This appointment eligibility is effective for a period of 3 years following the date of returning from overseas to the United States to resume residence.

Supporting documentation: Copy(ies) of Notification of Personnel Action, SF-50, showing completion of 52 weeks of creditable overseas service AND, copy of most recent annual performance appraisal AND copy of Permanent Change of Station Orders used to return you to the United States.

### **Interagency Career Transition Assistance Plan (ICTAP):**

Current or former employees displaced from non-Department of Defense Federal agencies. Additional information on this program and supporting documentation needed may be found at [www.donhr.navy.mil](http://www.donhr.navy.mil).

### **Nonappropriated Fund (NAF) Interchange:**

a. Current NAF employees who have served continuously for at least one year under a permanent appointment, OR

b. Former NAF employees who served under an appointment described above, and who were involuntarily separated within the past year without personal cause (i.e., not because of unacceptable conduct or performance).

Supporting documentation: Copy of NAF Personnel Actions verifying the above criteria.

### **Outstanding Scholar Program:**

A college graduate who has: (1) an accumulated grade point average of 3.45 or above on a 4.0 scale; or, (2) graduated in the upper 10% of graduating class or major university subdivision for baccalaureate degree.

Supporting documentation: College/university transcript.

### **Persons with Disabilities Employment Program:**

Individuals with major physical or mental impairment(s) that limits one or more life activities as certified by a State Vocational Rehabilitation Service or the Department of Veterans Affairs (DVA).

Supporting documentation: Recent letter from DVA or State Vocational Rehabilitation Service.

### **Reinstatement:**

a. Former Federal employees who previously attained career status, OR

b. Former Federal employees with veterans' preference who previously attained career-conditional status as a civilian employee in any Federal agency, OR

c. Former Federal career-conditional employees (without veterans' preference) who separated from Government service within the past three years.

Supporting documentation: Copy of most recent Notification of Personnel Action, SF-50.

NOTE: Veterans' preference information may be located on web sites such as [www.opm.gov](http://www.opm.gov) or [www.dol.gov/dol/vets](http://www.dol.gov/dol/vets).

### **Student Employment Program:**

Full or part-time students enrolled in high school, vocational institution, college, or university.

Supporting documentation: Proof of enrollment.

Note: Student Employment Program information may be found on web sites such as [www.opm.gov](http://www.opm.gov).

### **Veterans' Readjustment Appointment (VRA):**

Military service members who have served for a period of more than 180 days active duty, all or part of which occurred after August 4, 1964 and have other than a dishonorable discharge. The 180-day time requirement does not apply to: (1) service members who were discharged or released from active duty because of service-connected disability, and (2) reservists activated for duty during a period of war.

Time Limitation: If you served on active duty between August 5, 1964 (February 28, 1961 for those who actually served in Vietnam) and May 7, 1975, your eligibility for this appointment expires 10 years after date of last separation from active duty. If you first entered active duty after May 8, 1975, your eligibility expires 10 years after the date of your last separation or December 31, 1999, *whichever is later*. These time limits do not apply to a veteran with a 30 percent or more service-connected disability.

Supporting documentation: DD-214(s) showing type of discharge. Additionally, veterans claiming 10-point veterans' preference will need a SF-15 and applicable supporting documents as noted on the form.

NOTE: Veterans' preference information may be located on web sites such as [www.opm.gov](http://www.opm.gov) or [www.dol.gov/dol/vets](http://www.dol.gov/dol/vets).

### **30% or More Disabled Veteran Program:**

Individuals who have retired from active military service with a disability rating of 30 percent or more; or, who have been rated by the Department of Veterans Affairs (DVA) within the preceding year as having a compensable service-connected disability of 30 percent or more.

Supporting documentation: DD-214(s) showing type of discharge. Additionally, veterans claiming 10-point veterans' preference will need a SF-15 and applicable supporting documents as noted on the form.

NOTE: Veterans' preference information may be located on web sites such as [www.opm.gov](http://www.opm.gov) or [www.dol.gov/dol/vets](http://www.dol.gov/dol/vets).

### **Veterans' Employment Opportunity Act (VEOA):**

Veteran who is preference eligible or who separated from the Armed Forces under honorable conditions following 3 years or more of continuous active service.

Supporting documentation: DD-214(s) showing length of active duty service and type of discharge.

NOTE: Veterans' preference information may be located on web sites such as [www.opm.gov](http://www.opm.gov) or [www.dol.gov/dol/vets](http://www.dol.gov/dol/vets).

# HUMAN RESOURCES SERVICE CENTER - PACIFIC

## ADDITIONAL DATA SHEET

Your responses to the following questions, along with the information provided in your resume, will determine whether you are referred for vacant positions. If you are E-mailing your resume, please include your answers at the end of your E-mail text. Your responses to these questions will not be counted as part of the resume.

<b>Name:</b> (Last, First, Middle Initial)	<b>SSN:</b>
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1. Are you a United States citizen? Yes ☐ No ☐
  
2. Are you a **current** permanent, career or career-conditional **civilian** employee of the Department of Defense? Yes ☐ No ☐

If **yes**, are you a Department of the Navy or U.S. Marine Corps employee? Yes ☐ No ☐
  
3. Are you willing to accept temporary employment? Yes ☐ No ☐
  
4. Are you willing to accept part-time employment? Yes ☐ No ☐
  
5. How many days per month would you be available for work-related travel?
 

☐ 1-2 days
☐ 3-5 days
☐ 6 or more days
☐ Not available
  
6. Can you type/keyboard a minimum of 40 words per minute? Yes ☐ No ☐
  
7. Under what hiring program(s) are you eligible? (These program(s) are specified by law or regulations. See page 4 for definitions of the most common hiring programs. )
 

☐ Current Federal Civilian  
☐ Reinstatement  
☐ NAF Interchange  
☐ ICTAP

☐ Veterans' Readjustment Appointment  
☐ 30% or More Disabled Veteran  
☐ Veterans' Employment Opportunity Act  
☐ Executive Order 12721

☐ Student Employment  
☐ Outstanding Scholar  
☐ Persons with Disability  
☐ Other - Please specify: \_\_\_\_\_
  
8. Do you claim an entitlement to veterans' preference for hiring? Yes ☐ No ☐

(Note: Veterans' preference information can be obtained on web sites such as [www.opm.gov](http://www.opm.gov) or [www.dol.gov/dol/vets](http://www.dol.gov/dol/vets). If **yes**, please check the appropriate block below:

☐ 5-point
☐ 10-point/disability
☐ 10-point/compensable
☐ 10-point/other
☐ 10-point/30% or more disabled
  
9. Did you retire from the military? Yes ☐ No ☐

If **yes**, please give month/day/year of retirement (mm/dd/yyyy): \_\_\_\_/\_\_\_\_/\_\_\_\_
  
10. If you are a current or former Federal **civilian** employee, what is/was the highest permanent pay plan and grade that you have held?
 

General Schedule pay plan:

Grade: \_\_\_\_\_

Federal Wage System pay plan: (e.g., WG, WL, WS, WD, WN) \_\_\_\_\_

Grade: \_\_\_\_\_

Demonstration Project pay plan: (e.g., DA, DS, ND ) \_\_\_\_\_

Grade: \_\_\_\_\_
  
11. Are you interested in being considered for General Schedule (GS) positions? Yes ☐ No ☐

(i.e., white collar – clerical, technical, administrative, scientific, and professional positions)

If **yes**, what is the lowest GS grade you will accept? (1-15) \_\_\_\_\_
  
12. Are you interested in being considered for Federal Wage System (FWS) positions? Yes ☐ No ☐

(i.e., blue collar – trades and labor positions)

If **yes**, what is the lowest FWS pay plan and grade you will accept?

WG, WL, WD, WS, WN, etc. \_\_\_\_\_

(Note: You may identify more than one pay plan/grade level option. Example: WG-09, WS-05)
  
13. Are you interested in being considered for Demonstration Project positions? Yes ☐ No ☐

(i.e., white collar – clerical, technical, administrative, scientific, and professional positions)

If **yes**, what is the lowest pay plan and grade you will accept?

DG, DA, DAA, etc. \_\_\_\_\_

(NOTE: You may identify more than one pay plan/grade level option. Example: DG-A, ND-II)
  
14. Are you applying for Firefighter or Air Traffic Controller positions? Yes ☐ No ☐

If **yes**, what is your date of birth? (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_

15. [RESERVED]

☐ ☐

16. Series/Announcement Number(s) for which you desire job consideration:

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17. Geographic Locations. Please check all applicable geographical locations where you are willing to work. Not all activities are shown. You may be considered for any position in the geographic areas you identify.

- ☐ Barbers Point
- ☐ Camp Smith (Commander-in-Chief, Pacific)
- ☐ Honolulu (Includes Asia-Pacific Center)
- ☐ Kaneohe (Includes Marine Corps Base Hawaii and tenant activities)
- ☐ Kekaha Kauai (Pacific Missile Range Facility)
- ☐ Pearl Harbor (Includes Shipyard & Intermediate Maintenance Facility, Commander-in-Chief Pacific Fleet, Submarine Force Pacific, Fleet and Industrial Supply Center, Public Works Center, Naval Station, Pacific Facilities Engineering Command, Human Resources Service Center, Pacific)
- ☐ Wahiawa (Includes Naval Security Group, Naval Computer & Telecom Area Master Station)
- ☐ Pacific overseas activities (Includes Guam, Okinawa, Japan)
- ☐ Other (If you want to limit your availability to specific Pacific Region Navy/Marine installations, name them):

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**Background Survey: (It is strictly voluntary to answer the following questions.)**

**A. Race/Ethnic Status:**

- |  |  |
|--|--|
| <input type="checkbox"/> American Indian or Alaskan Native   | A person having origins in any of the original peoples of North America                          |
| <input type="checkbox"/> Black, not of Hispanic origin       | A person having origins in any of the black racial groups of Africa                              |
| <input type="checkbox"/> Hispanic                            | A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish origin      |
| <input type="checkbox"/> White, not of Hispanic origin       | A person having origins in any of the original peoples of Europe, No. Africa, or the Middle East |
| <input type="checkbox"/> Asian Indian                        | A person having origins in any of the original peoples of the Indian subcontinent                |
| <input type="checkbox"/> Chinese                             | A person having origins in any of the original peoples of China                                  |
| <input type="checkbox"/> Filipino                            | A person having origins in any of the original peoples of the Philippines                        |
| <input type="checkbox"/> Guamanian                           | A person having origins in any of the original peoples of Guam                                   |
| <input type="checkbox"/> Hawaiian                            | A person having origins in any of the original peoples of Hawaii                                 |
| <input type="checkbox"/> Japanese                            | A person having origins in any of the original peoples of Japan                                  |
| <input type="checkbox"/> Korean                              | A person having origins in any of the original peoples of Korea                                  |
| <input type="checkbox"/> Samoan                              | A person having origins in any of the original peoples of Samoa                                  |
| <input type="checkbox"/> Vietnamese                          | A person having origins in any of the original peoples of Vietnam                                |
| <input type="checkbox"/> All other Asian or Pacific Islander | A person having origins in any of the original peoples of Asia or the Pacific Islands            |

**B. Gender**

Male ☐ Female ☐

**APPLICANT INFORMATION:** Information provided as part of your application package may be verified at any time. False or fraudulent information may be grounds for withdrawing a position offer or result in termination of Federal employment, and may be punishable by fine or imprisonment. Upon selection, you will be required to sign a statement that all information provided is true, correct, complete, and made in good faith.

**PRIVACY ACT INFORMATION.** Your Social Security Number (SSN) is requested under the authority of Executive Order 9397 in order to keep your records straight; other people may have the same name. As allowed by law or Presidential directive, we use your SSN to seek information about you from employers, schools, banks, and others who know you. Your SSN may also be used in studies and computer matching with other Government files, for example, on unpaid student loans. Providing your SSN is voluntary; however, if you do not give us your SSN or any other information requested, we cannot process your resume, which is the first step in getting a job. Also, incomplete addresses and zip codes will slow processing. The information provided on your resume will be used for employment consideration. We cannot be held responsible for safeguarding privacy act information during the e-mail transmission process.

**EQUAL EMPLOYMENT OPPORTUNITY.** The Department of the Navy is an equal employment opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.